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A U. THORIZATION

15 March 1949

SUBJECT: Establishment of Consistent Policy for Payment of Subsistence Per Diem from Confidential Funds

1. It is desired to establish a consistent and uniform policy for the payment of per diem so that employees in TDY status serving under similar conditions and circumstances shall be paid at the same rate. There is outlined below for your concurrence or comment, a definition of per diem, the basic agency Regulations affecting per diem, and a suggested scale of the rates that should be paid for per diem under various types of assignments and circumstances:

a. Definition of Per Diem

Standardized Government Travel Regulations defines per diem as follows:

"The per diem in lieu of subsistence expenses will be held to include all charges for meals; lodgings; personal use of room during daytime; baths; all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, dining-room stewards and others on vessels, and hotel servants in foreign countries, in connection with subsistence and transportation; telegrams and telephone calls reserving hotel accommodations; laundry; cleaning and pressing of clothing; fans and fires in rooms; transportation between places of lodging or where meals are taken and places of duty."

2. Basis Agency Regulations Affecting Per Diem

Confidential Funds Regulations, Paragraph 6.1, provides that:

"...it is the responsibility of the officials authorized to issue travel orders and authorize per diem allowance to insure that travel orders authorize only such per diem allowances, not in excess of the maximum, as are justified by the circumstances surrounding the travel. Care will be exercised to avoid the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses..."

"Employees who are employed in the U. S. from outside the metropolitan area of Washington with the intent that they shall report immediately after

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necessary training in Washington to an overseas station may be authorized, in the order directing travel, a per diem allowance while in training in Washington.

"Under any circumstances where the period of continuous domicile at a temporary post of duty in the U. S. extends beyond 60 days, the rate of per diem allowance shall be reduced from the authorized amount of not to exceed \$6.00 to an amount not to exceed \$4.00..."

3. Rates to be Paid

a. Employees in Washington on TDY en route from place of residence (where hired) to permanent overseas posts shall be authorized per diem at the following rates:

<u>Employees with Dependents</u>	<u>Employees without Dependents</u>
60 days @ \$ 6.00 per day	30 days @ \$ 6.00 per day
60 days @ 4.00 per day	90 days @ 3.00 per day
60 days @ 2.00 per day	60 days @ 1.00 per day

No per diem will be authorized at rates in excess of the above or for period in excess of 180 days of continuous domicile in Washington, D. C., except upon the specific approval of the Assistant Director and after review of the extenuating conditions warranting further per diem payments.

b. Employees in Washington on TDY en route from old overseas posts to new overseas posts; employees on official TDY in Washington who are to return to their official stations abroad; and employees stationed in the United States who are on TDY at points in the United States away from their official station, shall be authorized per diem at the following rates without regard to dependency status:

60 days @ \$ 6.00
60 days @ 4.00
60 days @ 2.00


No per diem will be authorized at rates in excess of the above or for periods in excess of 180 days continuous domicile at any one point in the United States, except upon the specific approval of the Assistant Director and after review of the extenuating conditions warranting further per diem payments.

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c. Employees in a travel status outside the United States shall be authorized per diem at the maximum rates provided for in Bureau of the Budget Circular A-7 at the various points visited on TDY. Maximum per diem rates will be authorized for continuous TDY status at any one overseas point for a period of 60 days. Additional per diem will be authorized after review by the Assistant Director concerned, at rates warranted by the circumstances.

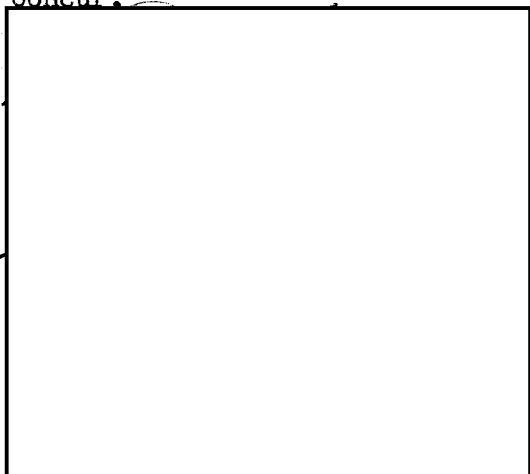
4. The above rates would be used as a basis for authorizing per diem in the Travel Order and these rates would apply as long as an employee was in a bona fide TDY status. However, to prevent abuse of per diem privileges it is believed that a 30 day review of all persons in a TDY status should be made by the operating Branches concerned and the Personnel Branch, in order that employees do not continue in a per diem status any longer than is necessary by virtue of their official work assignment. If the review indicates that the employee is no longer in a bona fide TDY status a recommendation for discontinuance of per diem should be made immediately.

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Covert Deputy Budget Officer

Concur:

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